

Position Description

Position Title:	Finance and Administration Officer
Business Unit:	COPE Ltd
Manager:	Business Manager (Finance)
Purpose of Role:	Responsible for the day to day administration and financial processing of the company. This position may require working between COPE Ltd business sites and therefore some flexibility will be required.
Organisation Aim:	Everyone regardless of disability should have the opportunity to work if they so wish. Given the right conditions, all adults have the potential to contribute to our local economy and in doing so will learn to value themselves and others.
Organisational Values:	Respect - We recognise each other's differences and show consideration for one another. Equality - We believe that everyone contributes equally to the success of our organisation and as such will be valued and appreciated. Fairness - We are committed to the principles of social justice and opposing prejudice. Excellence - We believe in working hard to ensure we are the best we can be for our participants, staff and customers. Accountability - We account for our activities, accept responsibility for them, and to share the results in a transparent manner.

Reporting Structure

Position title of direct manager: Business Manager (Finance)

Position titles that report to this position: Nil

Key Responsibilities:

Assist to deliver the strategic direction, vision, culture and goals set by COPE Ltd Board of Directors by taking responsibility to:

- 1.1 Day to day operation of the financial management system – SAGE 50 Accounts
- 1.2 Process weekly and monthly payroll, when required, with monthly submissions to HMRC and Pension

COPE Ltd

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- 1.2 Process supplier invoices and assist the finance manager with supplier payments
- 1.3 Process customer invoices including web orders and statements and assist the finance manager manage bad debts
- 1.4 Make suitable arrangements for banking and petty cash with regular cash flow reviews
- 1.5 Enter any cash book payments onto Sage
- 1.6 Undertake bank and petty cash reconciliations on a regular basis
- 1.7 Input, record and reconcile Daily Takings using Excel and Sage.
- 1.8 Assist with data entry and analysis in Excel
- 1.9 Assist with Stock Taking procedures
- 1.10 Monitor, order and issue staff workwear
- 1.11 Assist with HR administration including monitoring of leave, preparing and issuing job packs, contracts and forms etc.
- 1.12 Reception duties including answering phones, relaying messages and dealing with members of the public.
- 1.13 Monthly ordering of stationery and janitorial supplies
- 1.14 Maintain office filing systems and participate in yearly archive
- 1.15 Maintain staff training management system and organise bookings
- 1.16 Assist Finance Manager with utilities and IT management
- 1.17 Assist with participant support as and when required
- 1.18 Any other organisational tasks as required

Skills required:

- Good Standard of General Education
- Accounting qualification of AAT (Level III) OR equivalent experience
- Working knowledge of computer systems including Word and Excel
- Working knowledge of financial management systems including SAGE 50 Accounts
- Working knowledge of SAGE Payroll or similar system
- Working knowledge of financial and administration processes and procedures
- Ability and to extract data and present it accurately in an appropriate format
- Ability to work to a high standard in a busy environment
- Ability to work productively and supportively within a team environment
- Ability to understand and maintain confidentiality of information
- Experience in customer care

Competencies required:

- Ability to communicate effectively; work collaboratively, positively and widely with colleagues, customers and stakeholders.
- Ability to support and uphold equality, diversity and inclusion when supporting people with learning disabilities to play an active role within a business setting.
- Ability to be flexible, creative and be a positive role model.
- Clean Drivers Licence would be desirable.